

TAMU Phase II - BPP Prep Salary Budget

BPP Electronic Feed Template

The BPP Electronic Feed Template enables users to electronically submit their salary recommendations and source salary changes to BPP Prep Budget through the Budget Office.

- Template populated with data April 29th, May 27th or June 15th
- Update template for 9/01/2016 – template columns/column headers highlighted are the fields available for update
- Template changes will upload to Prep **if** a PIN and UIN combination on the template matches a PIN and UIN combination in Prep with no errors
 - New positions added **after** final BPP active is rolled to prep June 15th cannot be modified in the template
 - If an employee moves to a new position **after** BPP June 15th they cannot be modified in the template
- Pay indicator can be modified **ONLY** if updating from:
 - A (Monthly - Full Time) to B (Monthly - Part Time); B to A or;
 - D (Hourly - Full Time) to E (Hourly - Part Time); E to D
- Position actions available in template:

Type of Action	Employ Name	UIN	Occupant Action Code	Position Action Code	Rec 1 Salary Action Code	Rec 2 Salary Action Code	Rec 3 Salary Action Code	Entry
Merit						ME		Enter new salary
Equity							EQ	Enter new salary
Promote/ Demote Within			PW/DW	CT			PI/DE	Enter new title code and salary
Reclassify			RC	RC			PI/IN	Enter new title code and salary
Remove Administrative Stipend					AD			Remove stipend and only include base salary
Hiring Salary Adjustment							HS	Enter new salary
Vacate	Vacant	999999999	VA					Updates occupant as vacant but keeps the position
Vacate	Vacant	999999999	VA	EL				*Must Eliminate
Voluntary Termination			VT	EL				*Must Eliminate
Involuntary Termination			IT	EL				*Must Eliminate
Retire			RE	EL				*Must Eliminate
Pay Plan Implementation					PP			Enter new salary
Correct File					CF			Enter adjusted salary for any changes occurring after June 15 th but effective for FY 2016

ME-Merit; EQ-Equity; PW-Promote Within; DW-Demote Within; CT-Change Title; PI-Promote Within; DE-Decrease; RC-Reclassify; IN-Increase; AD-Administrative Change; CF-Correction; EL-Eliminate; VT-Voluntary Terminate; IT-Involuntary Terminate; RE-Retire; VA-Vacate; PP-Pay Plan

- **Position actions not available in template**
 - Transfers In
 - Transfers Out
 - New Hire
 - Voluntary/Involuntary Terminations and Retires **NOT** being eliminated
 - Changing the pay indicator from an hourly code to a monthly code or vice versa
 - Any action requiring a change to a PIN and UIN combination in the template will result in an error
 - Adding a PIN and/or UIN to the template
 - Deleting a PIN's record from the template will result in **NO** change to BPP Prep

- **Source Changes**
 - To delete a source line, highlight the row, right click and delete
 - To add a source line(s), copy an original source line for the PIN and then insert the copied cell

- **Reminders**
 - Updates in the template will attempt to load if there is a UIN and PIN combination in the template matching a UIN and PIN combination in BPP Prep
 - Only merit recommendations should be made in Rec 2 in the template or in **BPP Prep manual**
 - Change source title code if a position title code is changing
 - Rates entered in Rec 1, 2 and 3 should be hourly rates for hourly employees and monthly rates for monthly employees
 - Do not change the order of the columns
 - Data may be resorted, but sort the data back in the original format before submitting to the Budget Office. Sort should be based on Exec, Division, College, Department, PIN, Employee Name
 - Highest recommendation number (not largest salary recommendation) becomes Iteration "01" in Active Budget for the new fiscal year
 - When eliminating a position, do not change the source % effort to 0, the source percent efforts in total for a PIN should equal the position % effort

- **Upload Responses**
 - Error Report – common examples of errors
 - Source % effort out of balance
 - Invalid accounting analysis code ([accounting analysis table](#))
 - Invalid Source Account Number (if new account be sure it has been added to BPP)
 - Occupant does not appear to be the same
 - UIN not found on Employee Table
 - PIN not found on Prep Budget
 - Rec 1 Salary rate changed without salary action code
 - Source dates outside annual term dates
 - Source % effort is invalid (example: .59 instead of 59.00)
 - Source begin date is invalid (example: 9/1/15 vs 9/1/16)
 - Rec 2 already exists – Once a Rec 2 has been entered into BPP prep either manually the BPP template will not override the record

Manual BPP Entry

Request for BPP access must be received by June 20, 2016.

New Users complete the Budget/Payroll/Personnel (BPP) System Mainframe Statement of Responsibility Form located [here](#) and submit to payroll@tamu.edu to the attention of Danny Grimes or Laura Quirino. Note "Prep Budget Access" in the subject line of the email.

Existing Users should send a request for prep budget access to payroll@tamu.edu attention Danny Grimes or Laura Quirino. Note "Prep Budget Access" in the subject line of the email.

The E-mail should contain the following information:

1. Name of employee needing access
2. Adloc No. for which access is being requested.

Access will be defaulted to the Department level of the Adloc unless the Executive, Division, or College is noted.

Salary Recommendations Entry

- Rec 1 – AD - updating to remove stipend or temporary salary increase and restore salary to base
- Rec 1 – PP – update salary to reflect new pay plan implementation minimum. Note: Only salary is updating September 1, 2016; do NOT change title code
- Rec 1 – CF – Correct file for any changes to salary occurring after an effective date of June 15th but prior to September 1st, 2016 (such as promotion or equity effective July 1st)
- Rec 2 – ME only
- Rec 3 – equity (EQ); promotion (PI); hiring salary adjustment (HS); increase (IN); decrease(DE)

Basic Steps:

1. Update template for FY 2017 salaries; Per instructions above, add/delete/update items to template
2. Send BPP template for upload to budget@tamu.edu anytime between July 5st and July 19th
3. Make corrections to error report as provided and return to budget@tamu.edu for upload
4. Verify BPP Prep entry by using the Current Prep Salary Report which will be generated and emailed daily beginning July 6-July 25, 2016
5. May continue to update BPP Prep data manually through July 22, 2016 as needed